

# SUSTAINABLE & SMART MOBILITY STRATEGY

Application process in eGrants submission system



# How to start creating a proposal?

**You click on the submission link of the letter:**

**The link is different depending on the topics:**

- TAGENEA:
- CEF-T-2024-TAGENEA-IBA-MS-LS :
- <https://ec.europa.eu/research/participants/submission/manage/screen/submission/create-draft/38102?topic=CEF-T-2024-TAGENEA-IBA-MS-LS>
- [Funding: Submission Service \(europa.eu\)](#)
- CEF-T-2024-TAGENEA-IBA-RNE-AC :
- <https://ec.europa.eu/research/participants/submission/manage/screen/submission/create-draft/38101?topic=CEF-T-2024-TAGENEA-IBA-RNE-AC>
- CEF-T-2024-TAGENEA-IBA-RIS-COMEX-AC :
- <https://ec.europa.eu/research/participants/submission/manage/screen/submission/create-draft/38101?topic=CEF-T-2024-TAGENEA-IBA-RIS-COMEX-AC>
- TACOENEA:
- <https://ec.europa.eu/research/participants/submission/manage/screen/submission/create-draft/38100?topic=CEF-T-2024-TACOENEA-MS-LS-IBA>
- **The link will take you to the Funding and Tenders Page**

# Creation of proposal (1/1)

## Create proposal



### Deadline

12 November 2024 17:00:00 Brussels Local Time

42 days left until closure

### Call data

Call: **CEF-T-2024-TACOENEA-IBA**

Topic: **CEF-T-2024-TACOENEA-MS-LS-IBA**

Type of action: **CEF-LS**

Type of MGA: **CEF-AG-LS**



Topic and type of action can only be changed by creating a new proposal.



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.

**You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

Close

### Find your organisation

PIC \*

This field is required

Short name \*

This field is required

Search

Organisations you have been previously associated with. (Click to select)

PIC: 956444445

Baird Consulting SCS



PIC: 913842918

Test Camella-Valeria

PIC: 953398063

USA SMART TECH CORP

# Creation of proposal (2/3)

**Support & Helpdesk**

[Online Manual](#) [IT How To](#)

[IT Helpdesk](#) [FAQ](#)

**Service Desk:**

[EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

+32 2 29 92222

**Your role**

Please indicate your role in this proposal \*

Main contact

Contact person

**Your proposal**

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym \*  20

Short Summary \*  2000

SAVE AND GO TO NEXT STEP

# Creation of proposal (3/3)

## PIC: Participant Identification Code

- Acronym:

**YEAR-COUNTRY-ENVELOPE-TOPIC/PROJECT**

- Examples:

- **24-BE-TG-MS-TA2BE**

- **24-EU-TG-RISCOMEX-TA**

- **24-BG-TC-MS-TA2BG**

### Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym \*

24-BG-TC-MS-TA2BG

Short Summary \*

Technical Assistance to Bulgaria

SAVE AND GO TO NEXT STEP



- Once you create your proposal you have to save it
- You can find your proposal under the tab « my proposals » on the Funding & Tenders Portal
- You can edit and modify it anytime until the Call deadline

European Commission | EU Funding & Tenders Portal

Eleni CHRONOPOULOU  
chronel

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Search... 2 417

My Person Profile  
My Organisation(s)  
Grants  
**My Proposal(s)**  
My Project(s)  
Technical Support Instrume...  
Monitor requests  
Monitor projects  
My Formal Notification(s)

### My Proposal(s)

Results: 4

Search..

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
CEF2027	CEF-T-2024-TAGENEA-IBA	CEF-LS	SEP-211104822	24-BE-TG-24-BE-TG-MS-TA2BE	Draft	34	12/11/2024 17:00:00	Actions
CEF2027	CEF-T-2024-TACOENEA-IBA	CEF-LS	SEP-211103756	24-BG-COEN-MS-TA2BG	Draft	34	12/11/2024 17:00:00	Edit Draft
CEF2027	CEF-T-2024-TAGENEA-IBA	CEF-PJG	SEP-211103753	24-NL-GEN-RISCOMEX	Draft	34	12/11/2024 17:00:00	Delete Proposal

# Part A



## Deadline

12 November 2024 17:00:00 Brussels Local Time

34 days left until closure

## Call data

Call: **CEF-T-2024-TACOENEA-IBA**

Topic: **CEF-T-2024-TACOENEA-MS-LS-IBA**

Type of action: **CEF-LS**

Type of MGA: **CEF-AG-LS**



Topic and type of action can only be changed by creating a new proposal.

## Proposal data

Acronym: **24-BG-COEN-MS-TA2BG**

Draft ID: **SEP-211103756**

## Download Part B templates



Download part B templates



In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Close

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.



Your proposal contains changes that have not yet been submitted.

## Administrative forms (Part A)

Edit forms

View history

Print preview



## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B \*



Upload

Calculator \*



Upload

# Part A – Table of contents

Application forms

**Call: CEF-T-2024-TACOENEA-IBA**  
( Technical Assistance to Member States – Cohesion Envelope)

**Topic: CEF-T-2024-TACOENEA-MS-LS-IBA**

**Type of Action: CEF-LS**  
(CEF Lump Sum Grants)

**Proposal number: SEP-211100867**

**Proposal acronym: Test TA TACOENEA**

**Type of Model Grant Agreement: CEF Lump Sum Grant**

Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Other questions	<a href="#">Show</a>

#### [How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

[Read more](#)



# Part A – General information

## Application forms

Proposal ID SEP-211104822

Acronym 24-BE-TG-MS-TA2BE

### 1 - General information

?

Field(s) marked \* are mandatory to fill.

Topic	CEF-T-2024-TAGENEA-IBA-MS-LS	Type of Action	CEF-LS
Call	CEF-T-2024-TAGENEA-IBA	Type of MGA	CEF-AG-LS
Structured Proposal Reference	24-BE-TG-24-BE-TG-MS-TA2BE		

Acronym \* 24-BE-TG-MS-TA2BE

Proposal title \* Technical Assistance to Belgium (2025-2027)

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months 36

Free keywords Technical Assistance, CEF, CEF-T

### Abstract \*

?

Technical Assistance to Belgium Member States of General Envelope

# Part A – Declarations

## Application forms

Proposal ID SEP-211100867

Acronym Test IA TACOENEA

## Declarations

?

Field(s) marked \* are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
  - to be fully compliant with the eligibility criteria set out in the call
  - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
  - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. \*

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

# Part A – Participants

## Application forms

Proposal ID SEP-211100867

Acronym Test IA TACOENEA

## Organization data

?

PIC	Legal name
956444445	Baird Consulting SCS

Short name: Baird Consulting SCS

### Address

Street Vieille rue du Moulin-Rouge 20

Town Uccle

Postcode 1180

Country Belgium

Webpage www.baird.be

## Specific Legal Statuses

?

Legal person .....	no
Public body .....	no
Non-profit .....	no
International organisation .....	no
Secondary or Higher education establishment .....	no
Research organisation .....	no

# Part A – Budget

## Application forms

Proposal ID **SEP-211100867**

Acronym **Test TA TACOENEA**

## 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	500 000.00
	Total		500 000.00

# Part A – Other questions

## 5 - Other questions

Is the proposal complementary (twinned) to another proposal submitted under the call? ?					
Is the proposal complementary to another proposal?				NO	▼
Synergies between CEF sectors and with EU's research programmes projects? ?					
Synergies between CEF sectors: transport, energy and digital				NO	▼
Synergies between CEF project and EUs research programmes, notably by Horizon 2020 or Horizon Europe programme?				NO	▼
In which Member State(s) and/or associated countries will the project be implemented?					
				▼	<input type="button" value="Add"/> <input type="button" value="Remove"/>
To which part of the network does your proposal contribute?					
Corridor	Transport Mode of the pre-identified link	Pre identified links	Type of link	<input type="button" value="Add"/>	
▼	▼	▼			



# Part B & Annexes

Acronym: **24-BE-TC-Test TA TACOENEA**

Draft ID: **SEP-211100867**

## Download Part B templates



Download part B templates

## Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

### Service Desk:



EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



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## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

**Part B \***



Upload

**Calculator \***



Upload

**Annual activity reports**



Upload

**List of previous projects**



Upload

**Timetable/Gantt chart \***



Upload

**Letters of support/MS Agreement**



Upload

**Other annexes**



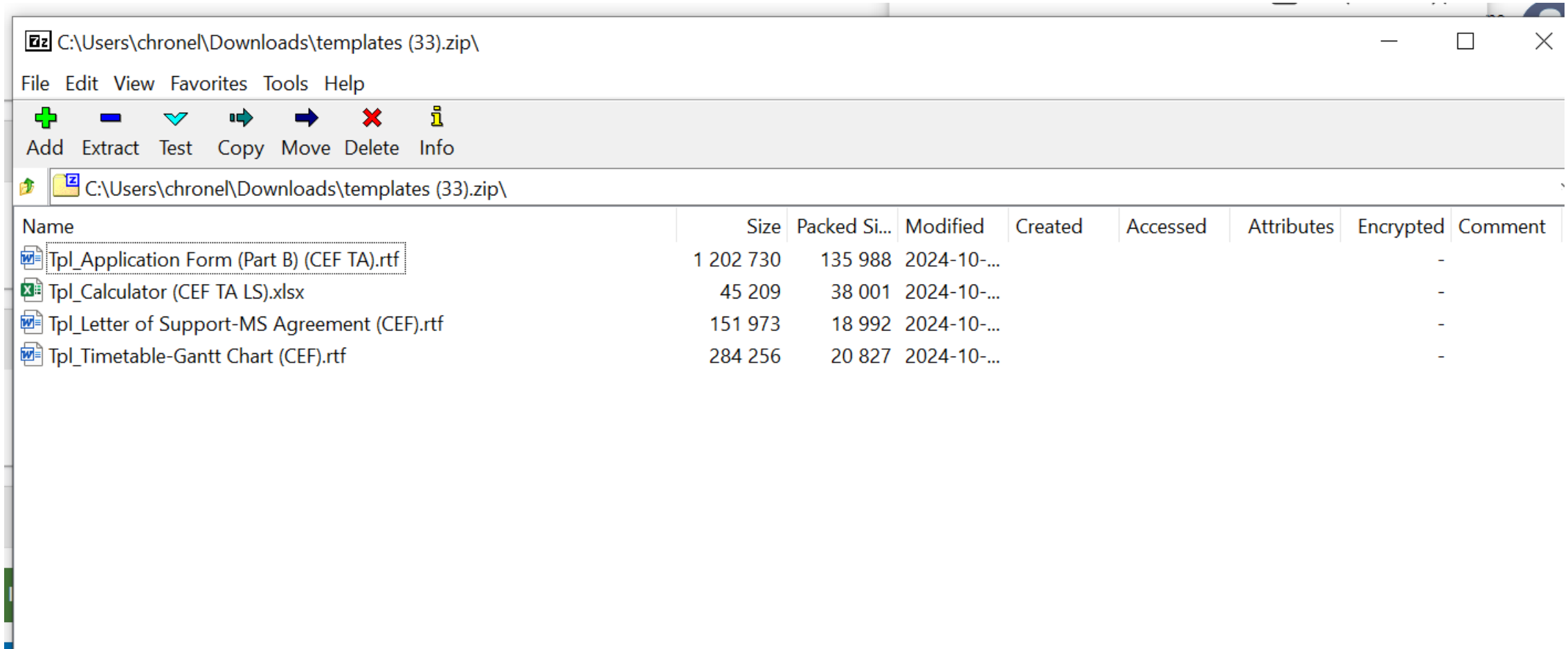
Upload

[← BACK TO PARTICIPANTS LIST](#)

**VALIDATE**


**SUBMIT**

# Download the templates





# Mandatory Annexes/Member States Topic

Mandatory	Not Needed
1. Part B	
2. Calculator	
3. Gantt Chart	Letter of support



# Mandatory documents








RNE	RIS COMEX
<ol style="list-style-type: none"><li>1. Part B</li><li>2. Detailed Budget Table</li><li>3. Gantt Chart</li></ol> 	<ol style="list-style-type: none"><li>1. Part B</li><li>2. Detailed Budget Table</li><li>3. Gantt Chart</li><li>4. Letters of support</li></ol> 

# Finalisation of application



When **Part A is completed** and all the mandatory annexes are **uploaded in Part B**  
You can validate and then submit!

**Part B and Annexes**


In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part B *	<input type="text"/>	ⓘ	Upload 
Calculator *	<input type="text"/>	ⓘ	Upload 
Annual activity reports	<input type="text"/>	ⓘ	Upload 
List of previous projects	<input type="text"/>	ⓘ	Upload 
Timetable/Gantt chart *	<input type="text"/>	ⓘ	Upload 
Letters of support/MS Agreement	<input type="text"/>	ⓘ	Upload 
Other annexes	<input type="text"/>	ⓘ	Upload 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

<input type="text"/>	ⓘ	Upload 
<input type="text"/>	ⓘ	Upload 

[← TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)





Usefull documents and templates

The screenshot shows the top navigation bar of the European Commission's EU Funding & Tenders Portal. The main navigation menu includes Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents (highlighted in yellow). A search bar is located on the right. Below the navigation bar, the breadcrumb trail reads: Home > Guidance & documents > Reference documents. The main heading is 'Reference documents'. Under the 'Filters' section, there are three active filters: '2021 - 2027', 'Connecting Europe Facility (CEF)', and 'Connecting Europe Facility (CEF)'. The 'Programme' filter is set to 'Connecting Europe Facility (CEF)'. The 'Grants' section contains a paragraph: 'This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions. Please select the programme to see the reference documents.' The 'Procurement' section contains a paragraph: 'Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.' Below the filters, there is a search bar labeled 'Filter...' and an 'Expand all' button. A list of categories is displayed with expandable arrows: Legislation, Work programme & call documents, Grant agreements and contracts, Simplified cost decisions, Guidance, Templates & forms, and Funding & Tenders Portal.

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents Search...

Home > Guidance & documents > Reference documents

### Reference documents

**Filters**

2021 - 2027

Connecting Europe Facility (CEF)

Connecting Europe Facility (CEF)

Programme Connecting Europe Facility (CEF)

**Grants**

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions. Please select the programme to see the reference documents.

**Procurement**

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.

Filter... Expand all

- > Legislation
- > Work programme & call documents
- > Grant agreements and contracts
- > Simplified cost decisions
- > Guidance
- > Templates & forms
- > Funding & Tenders Portal

# Model Grant Agreements



- Home
- Funding
- Procurement
- Projects & results
- News & events
- Work as an expert
- Guidance & documents

### Filters

2021 - 2027

Connecting Europe F...

Programme Connecting Europe Facility (CEF)

#### Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and to model grant agreements and guides for specific actions. Please select the programme to see the reference documents.

#### Procurement

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.

Filter... Expand all

- > Legislation
- > Work programme & call documents
- ✓ Grant agreements and contracts

CEF MGA

CEF Unit MGA

General MGA

General Lump Sum MGA

# Need help?

- **On technical/IT issues and guidance**
  - [Online Manual](#): Step-by-step online guidance
  - [IT-How-to](#): IT guidance with screenshots
  - [IT helpdesk](#): Contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.
  - [FAQ](#) related to the 'submission of proposals' process
  - Service desk:
  - [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu) +32 2 29 92222

# Questions & Answers

- For information on the Call:

[CEF Transport - Technical assistance to Member States - European Commission \(europa.eu\)](#)

[CINEA-CEF-TRANSPORT-CALLS@ec.europa.eu](mailto:CINEA-CEF-TRANSPORT-CALLS@ec.europa.eu)